AGENDA
MAIN FACS Agency Security Administrators User Group
January 22, 2008
Romney Building – 1ST Floor – Michigan Room
1:30 PM to 3:30 PM

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1. **Introductions**

2. **Business Objects Update**
   - Update on Version upgrade
   - Clear Access / BO conversion update
   - Users Group Workshops

3. **Security Administration**
   - FY 2008 / 2009 Frameworks
   - Consolidation update
   - Security Administration Website
   - ASA Security Survey
   - UC 48 Review

4. **Next Meeting Date**

5. **Comments/Questions**

MAIN FACS

<u>**Attendees**</u>

Nonda Beebe	Bidhan Redey
Lorie Blundy	Sharon Roman
Deb Braun	Richard Ruelle
Kyle Huhn	Jennifer Sarka
Cindy Liu	Marjory Smith
April Malinowski	James Thelen
Uday Malavia	Cheri Thompson
Craig Murray	Bryan Weiler

<u>Introductions</u>
April Malinowski welcomed the group.

<u>Business Objects (B.O.) Update</u>

April Malinowski gave the B.O. update on behalf of Art Lower and Jim
Edwards who were unable to attend today's session.

For those users who have not already signed into the new version of B.O. XI, please
contact Art so that he can setup your user information.

Randy Huhn (OFM Helpdesk) continues to work on converting ClearAccess scripts into
both the current and new versions of B.O. If you have agency specific Clear Access
scripts that have not been converted to Business Objects documents, and you need
assistance in creating them, please contact either April or Randy as soon as possible.
Art has informed us that it will be removed from the state servers in the very near future.
Also, when DIT upgrades computers ClearAccess will not be loaded back on. If you
have any questions, feel free to call Art Lower at 335-6774.

Users were reminded that when they open a corporate document and save it in the new
version (B.O. XI), the document will no longer be available to them in the current
version.

The ASA B.O. workgroup is held on a monthly basis. Our workgroup format has
changed to now include specific corporate documents and monitoring techniques. We
are also working on changes needed to enhance the reports to better fit the needs of
the ASAs. This is a good opportunity to network with the other ASAs and we would
encourage everyone to attend.

Security Administration

FY 2008 Security Frameworks
Bryan thanked the group for their hard work in getting revised frameworks on file with OFM. He stated that the current status of frameworks for all agencies is better than it ever has been, and this can only help the overall security controls in the State. We have received and approved 20 of the 29 required security frameworks. Six frameworks are in the process of revisions prior to final approval and 3 frameworks have not been received from the agencies. We anticipate that all frameworks will be finalized except 1 within the month. Of the 20 frameworks approved so far, 6 are from the Legislative and Judicial branches. Several of these either have not had a framework in place before or have not been updated in over 5 years. Adding these frameworks is a step forward for our overall security administration.

Because we do not anticipate significant revisions for the security frameworks in the future unless we make revisions to user classes, we plan to adjust the next due date to **March 2009.** Historically, framework revisions have coincided with the new fiscal year (October 1). We recognize that this has caused a problem for many of the ASAs that have competing priorities with year-end closing activities so we hope that the revised due date for revisions will help accommodate schedules better. Bryan stated that since most agencies have done such a good job of making sure their frameworks are current, that future revisions will hopefully be minimal.

Consolidation Update
Internal Audit is officially consolidated within the Budget Office as of October 1, 2007. The Budget Office is in the process of hiring the Director's position. Security duties are "out of scope" for Internal Auditors. There are several Internal Auditors who are also ASA's and the Budget Office and Department management are working together to transition these duties. One office has already initiated steps to reassign their ASA duties to another department's ASA. This is consistent with the "consolidation" theme, and we will most likely approve such requests. However, we think this scenario could lessen internal controls when ASA's with little knowledge of departmental activities are ultimately responsible for assigning security.

Accounting consolidation efforts are still in process and will be phased in over the next year.

SMAA does not have any updated news on changes within security assignments or how the consolidations will affect us and the ASAs yet. We anticipate, based on what has already happened within DCDS approvals, that some unique and new situations could emerge where non-departmental employees handle security. We will keep the ASA's updated on any new developments.

Security Administration Website
We have added the B.O. workgroup meeting agenda and minutes to our website. You can find these located with the ASA meeting minutes.

Please let us know if there are any other items that you would like added to our website. This site should be a useful, one-stop site for ASA's.

ASA Security Monitoring Survey

Our overall objectives for the security monitoring survey were to 1) evaluate the effectiveness of current monitoring reports available in B.O. and ClearAccess, 2) gain an understanding of processes used with the various departments, 3) facilitate in-depth on-site reviews by OFM for security administration and internal controls, and 4) identify best practices.

The survey results indicate to us:
- B.O. / ClearAccess reports are generally effective
- Transition to B.O. has had minimal effect on monitoring
- Overall, departments are not consistent with the recommended frequency for monitoring activities.
- Several ASAs report their activities to management even though it is not required
- Ad hoc reports are being used for specific departmental needs

SMAA Action Plan:
- Convert ClearAccess reports to B.O.
- Review reports and tools available to ASAs
- Conduct on-site reviews or establish a workgroup for reviews
- Define training goals for ASAs
- SMAA ongoing monitoring of security

UC 48 Reviews

SMAA is currently reviewing transactions for 4 departments to verify overall compliance with their approved requests for UC 48. When our review is completed, we will share our results individually with the departments. If we find general items that would benefit all the departments we will pass them on to you. Individual department issues will not be shared with the entire group.

SMAA anticipates doing more of these ongoing security related reviews in the future.

Next Meeting Date

Our next meeting will be held in August 2008.

Comments / Questions

A question about sharing User IDs and passwords was brought up for discussion. One department is currently investigating a potential password sharing problem that resulted in a user processing and approving the same transaction. There was general discussion on how to try and prevent this situation from happening. We also discussed potential actions that can be taken.

Actions discussed for password violations:
- Remove the user's security
- Change approval paths

- Contact management
- Formal discipline
- Contact your finance department for assistance in transaction tracking
- Remind users that when signing their MAIN FACS security request, they agree to protect the user ID and password from unauthorized use.
- Remind users that everything done under their ID and password is recorded as being done by them.

Monitoring for security violations:
- Review the FMG, Part VIII – Security, Chapter 1, Section 200 for monitoring security.
- Conduct security monitoring as outlined in the FMG
- Monitor password resets for suspicious / frequent password changes

The meeting adjourned at 3:15 p.m.